SC DEPARTMENT OF CORRECTIONS
-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/19/15   CLOSING DATE: 12/02/15 (4:30 PM)

SCDC INTERNAL TITLE: ADMIN COORD I   SCDC POSITION #: 016139

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM

LOCATION: SUPPORT SERVICES ADMINISTRATION, COLUMBIA (RICHLAND)

STATE JOB TITLE: ADMINISTRATIVE COORD I   STATE JOB CLASS: AH10

BAND: 05   SALARY RANGE $ 031805 - $ 058848   SPECIAL INCENTIVE: NO

LEVEL: E   SALARY RANGE $ 037213 - $ 058848 SCEIS POSITION #: 61016884

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT EXPERIENCE IN BUSINESS

MANAGEMENT, PUBLIC ADMINISTRATION, OR ADMINISTRATIVE

SERVICES OR A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR

THE REQUIRED WORK EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

A BACHELOR'S DEGREE AND THREE (3) YEARS OF BUSINESS MANAGEMENT

EXPERIENCE; OR AN ASSOCIATE'S DEGREE AND FIVE (5) YEARS OF BUSINESS

MANAGEMENT EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND SEVEN (7) YEARS

OF BUSINESS MANAGEMENT EXPERIENCE.

DESCRIPTION OF DUTIES:

EXERCISE INDEPENDENT JUDGEMENT AND DISCRETION IN ASSISTING THE DIV.

DIR. IN PLANNING/IMPLEMENTING/DIRECTING THE DIVISION'S ADMINISTRATIVE/

BUDGETARY ACTITIVIES FOR 5 BRANCHES, AND IN MANAGING THE DAY-TO-DAY

FUNCTIONS OF THE DIVISION'S ADMINISTRATION OFFICE. OVERSEE BRANCH

SUPPORT POSITIONS AS RELATES TO PERSONNEL ACTIONS/RECORD RETENTION.

COMPOSE CORRESPONDENCE/COMPILE DATA/PREPARE REPORTS. SERVE AS LIAISON

WITH BRANCH CHIEFS AND OTHER DIVISION STAFF. MONITOR THE REVIEW AND

REVISION OF SCDC POLICIES OVER WHICH THE DIVISION HAS RESPONSIBLE

AUTHORITY. SERVE AS POINT OF CONTACT FOR HUMAN RESOURCES DIVISION

ISSUES, AND AS LIAISON WITH OFFICES OF THE DIRECTOR, EXECUTIVE STAFF,

DIVISION DIRECTORS, AND WARDENS AND OTHER STATE AGENCIES. COORDINATE

EMPLOYEE DISCIPLINARY ACTIONS. COORDINATE RESPONSE TO INMATE

CORRESPONDENCE/GRIEVANCE ISSUES. SERVE AS DIVISION'S SPECIAL PROJECTS

COORDINATOR FOR CHARITY CAMPAIGNS.

COMMENTS:

RESUME REQUIRED WITH APPLICATION FOR THIS POSITION